
**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT

The Board of Trustees accepts its responsibility to provide from public funds, to the extent possible, the necessary supplies, equipment, facilities, and support services programs to fulfill the District's mission. The Board recognizes, however, that individuals and organizations may wish to make contributions to maintain, enhance or expand opportunities for students. Such contributions shall be encouraged and acknowledged by the Board.

The Board of Trustees shall consider all gifts, donations, and bequests made to the District to support college programs and services. The Board reserves the right to refuse any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to adversely affect district resources.

The District assumes no responsibility for determining the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.

In no event shall the District or the Board of Trustees accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

References: Education Code Section 72122

**Adopted: 2/16/93
Revised: 2/20/96
Revised: 10/9/01
Revised: 3/18/03**

**Revised: 6/18/13
Revised: 7/11/17
Revised: 11/19/24**

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT

Responsibility

The Superintendent/President or designee is responsible for the implementation of all procedures regarding gifts, grants, bequests, and fundraising activities.

Donation Process

Anyone wishing to make a monetary gift to the District has the option to contact the District directly or the Allan Hancock College Foundation. Gifts in the form of bequests or real property should be directed to the Allan Hancock College Foundation for appropriate handling and acknowledgment.

All gifts, regardless of the point of contact, will be processed in accordance with District policies and procedures to ensure they are used to support the mission and strategic goals of the District.

Acceptance of In-kind Gifts and Contributions

All potential in-kind gifts or contributions to the District, the Allan Hancock College Foundation, the Allan Hancock College Viticulture & Enology Foundation, and the Allan Hancock College Auxiliary Programs Corporation must be evaluated by the receiving department or program to determine their working condition and/or usefulness in meeting District goals and mission. Special emphasis is to be given to potential maintenance costs as well as the function for which the gift would be used. Neither the District, the Foundations, nor the Auxiliary Programs Corporation are obligated to accept obsolete equipment, items with high maintenance costs, or any items incompatible with the needs of the District.

In-kind gifts to the District, valued at less than \$100 that require no maintenance, repair, or additional expenditure or obligation by the District, the Foundations, or the Auxiliary Programs Corporation may be accepted with the approval of the appropriate administrator and do not require notification to or approval of the supervising administrator.

Upon an offer of an in-kind gift to the District valued over \$100, the receiving department's representative will provide the donor with the District's Donation Form. The donor completes the section describing the donation and its intended use, the donor's name, address and contact information, the estimated fair market value of the donation and how the item will be delivered. Once received from the donor, the department representative completes the section identifying the receiving department and contact person. The department prepares a memo explaining the merits of the donation and how it will benefit a specific program and forwards the memo with the original donation form to

Administrative Services. All gifts estimated by the donor to be valued at \$500 or less may be accepted/rejected by the department without specific board action.

All gifts estimated by the donor to be valued at over \$500 and determined acceptable by the receiving department shall be submitted by the Superintendent/President to the Board of Trustees for acceptance.

Upon approval by the Board of Trustees, Administrative Services office shall write a letter to the donor acknowledging acceptance of the contribution or gift. Gifts shall be delivered to the department or program receiving the donation and shall not be delivered before Board approval.

Donations unsuitable for active use should be declined by the department. Monies collected from the subsequent disposition of District gifts or contributions shall revert to the general fund or be distributed in compliance with the donor's request.

Library Materials

Individuals wishing to donate in-kind library materials should contact the dean who oversees the library and describe the intended contribution. If the described materials fit the District's curriculum and collection needs, the dean can accept the donation.

Contributors will be informed of the following conditions:

1. The Allan Hancock College Library is unable to keep contributions together as "special" collections. Materials selected for the collection may have a name plate attached, if appropriate.
2. Materials not selected for the library collection will be disposed of by contribution to another organization or, if damaged, outdated, or ephemeral, will be discarded.
3. An in-kind donation letter will be sent, if requested, by the dean to the contributor and will describe the contribution without assigning any value. A copy of the letter will be provided to the Administrative Services Office.

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